

4 November 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-650-1

SUBJECT : Overtime and Holiday Work

25X1A REFERENCE: Notice [REDACTED] Hours of Work, Overtime and Holiday Work, dated 22 October 1954

1. General

Reference Notice establishes Agency policies and procedures governing overtime and holiday work. This Memorandum prescribes internal Office of Personnel procedures for authorizing, approving and reporting overtime and holiday work in accordance with the provisions of that Notice.

2. Authorization Procedure

25X1A a. Paragraph 4e of [REDACTED] requires prior written authorization of overtime and holiday work except in emergency cases when verbal authorization may be obtained. If an emergency situation arises too late in the workday to comply with the requirement for obtaining prior written authorization, verbal authorization may be requested from the Executive Officer for overtime to be worked that night or holiday work to be performed on the following day. Verbal authorizations will not be granted for any longer period. The verbal request must be confirmed in writing in accordance with the provisions of this Memorandum on the first workday following the time the overtime or holiday work was performed.

b. Form 292, Request for Authorization of Overtime and Holiday Work, will be prepared at Staff or Division level and will clearly indicate the number of employees at each grade level for which overtime or holiday work is planned, the estimated hours required for each grade group, and the specific purposes for which overtime or holiday work is required. At the discretion of the Staff or Division Chief concerned, Form 292 for his element may summarize separate Forms 292 for Branches under his supervision. In this event, the summary form will include a breakdown of the number of employees involved, by grade, and the number of hours required for each grade group; the Branch requests stating the justification for the work will be attached to the summary form.

c. Form 292 will be prepared in triplicate for not more than two pay periods in advance. All copies will be forwarded to the Budget Officer, Office of Personnel, who will review and transmit it to the Executive Officer, Office of Personnel, with a recommendation as to approval or disapproval.

d. The original and one conformed copy of Form 292 will be returned to the Staff or Division concerned with notation as to approval or disapproval. One conformed copy will be returned to the OP Budget Officer.

OPM 82-54

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3. Approval Procedure

a. Form 292, signed by the Assistant Director for Personnel or his Deputy, establishes the maximum overtime or holiday expense which may be incurred and the maximum number of hours which may be performed. Within this authorization, the Staff or Division Chief concerned may require specific individuals to perform overtime or holiday work to meet the requirement for which the work was authorized. This authority may be delegated to Branch Chiefs at the discretion of the Staff or Division Chief concerned. If the work requirement exceeds the estimates contained in the authorization, an appropriate supplemental request will be prepared to obtain advance authorization for the additional requirement. (The provisions of paragraph 2a above concerning verbal authorizations also apply to supplemental requests.)

b. The individual responsible for supervising the actual work being performed on an overtime or holiday basis will maintain a list of the employees performing the work. This record will contain the name and grade of each employee performing the work, the date and hours worked, and an indication as to whether compensation will be in the form of overtime or holiday pay or compensatory time off. (See paragraph 5 of [redacted] concerning options as to form of compensation.) Each employee listed will initial each entry for his name. No form is prescribed for this listing; however, a suggested format is attached as Exhibit A.

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c. The listing described in paragraph 3b above will be certified by the individual who ordered the overtime or holiday work and transmitted to the appropriate Time and Attendance Clerk.

4. Reporting Procedure

a. The lists described in paragraph 3b above will be used by the Time and Attendance Clerk as a basis for recording overtime and holiday work on the Time and Attendance Reports for the employees listed and for preparing Form 293, Report of Overtime and Holiday Work Performed. The original Form 293, signed by the Staff or Division Chief concerned or his Deputy, and the original Form 292 will accompany the Time and Attendance Reports when they are forwarded to the Payroll Branch. (If Form 292 covers more than one pay period, it will be forwarded with the Time and Attendance Reports for the first pay period listed.)

b. One copy of Form 293 will be forwarded to the OP Budget Officer and one copy will be retained by the Time and Attendance Clerk.

[redacted]  
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George E. Nelson  
Deputy Assistant Director  
for Personnel

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OPM 62-52